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Adobe Acrobat

Software application used almost universally to create and view PDF documents. Adobe is the company that created the PDF format.

Attachment

An additional supporting document filed electronically with a pleading.

Automatic E-mail Notification

A CM/ECF feature that permits a user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Internet Explorer and Netscape Navigator are the two WEB browsers used with CM/ECF

Case Number

The case number identifies the record in CM/ECF. Using the complete case number will ensure efficient and correct inquiries and filing.

♦   Format: Main case number (bk):   05-10001-RAM
                  Adversary case number (ap):   05-01001-RAM
                  Miscellaneous proceedings (mp): 05-00101-RAM

♦   Numbering: Cases are assigned by the system using a numerical sequence
                  without regard to a division's location.

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♦ Division
Reference: All papers subsequent to the initial filing must be styled with the division location. For example, 05-10535-PGH must identify whether the venue is the "Fort Lauderdale Division" or "West Palm Beach Division". Electronic notices and orders, with the exception of North Dade Chapter 13 cases, are programmed with this identifier.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can select one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the federal judiciary's new application that will revolutionize the way we do business, completely replacing existing applications with "next generation" case management capabilities. With CM/ECF, users can file documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM/ECF on a screen. If correct, you may accept it; if incorrect, you override it by typing or selecting a different value.

Document Type

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

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Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext Link

A hypertext link is a URL imbedded in an HTML (HyperText Markup Language) document and is usually underlined. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The entry date appears on the court seal displayed on this formal notice. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing (also known as NEF)

An electronic document produced by CM/ECF which certifies the acceptance of each filing with the U.S. Bankruptcy Court.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. All documents filed in CM/ECF must be in PDF format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can chose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the Bankruptcy Court for the Southern District of Florida website is: www.flsb.uscourts.gov.